

Mat Rental General Specifications

SPECIFICATION

YES/NO

1. The contractor will be responsible for any subcontracting needed to provide mats to all State Agencies, and it will be the contractor's responsibility to correct any deficiencies. All payments will be made to the prime contractor. At no point will the State pay the subcontractor.
Billing will be consistent. ___/___
2. Service shall begin within 2 (two) weeks of notifications being sent to the contractor. ___/___
3. Requested items will be delivered when scheduled; if the scheduled day falls on a holiday the contractor will deliver the items the next business day. ___/___
4. All items must be signed for by a **State Employee. N.O.T.S** (no one to sign) is not an acceptable signature. ___/___
5. Delivery receipts must be delivered with the items and signed for by a State Employee. ___/___
6. Mats must be in good condition, and not curled or worn out. Mats will be delivered dry; the State will not accept wet or ice covered mats. Mats delivered wet or ice covered will be returned and replaced with dry mats within the same day at no additional charge to the State. ___/___
7. Phone calls to the contractor must be returned within 48 hours. ___/___
8. If the services are scheduled for a bi-weekly delivery, the state will only pay for bi-weekly delivery. ___/___
9. Delivery must be made at the agreed upon schedule. If any indicated or actual delays arise the using agency must be notified immediately and new arrangements made for service. ___/___
10. Awarded contractor must have the capability to provide a Master Account to a requesting agency. A Master Account is one account created for large agencies that have several locations receiving service throughout the State. The Master Account must include detailed information regarding locations, items used, price, etc. The contractor must be willing to add or remove facilities/sub-accounts as necessary should office close, open, or relocate, as necessary. Requesting Agencies will inform the contractor if a Master Account is needed when requesting service. ___/___
11. Billing invoices must match the **QPA prices**; no additional charges will be accepted. ___/___
12. Billing invoices should reference the item numbers referenced on the QPA document. ___/___
13. Some Using Agencies may require seasonal service, such as four months during winter month only. Should such a request be made, the Contractor will be required to deliver such requests when made. ___/___
14. Using Agencies will be required to fulfill the entire time period requested unless documented problems occur with the service. Should such instance occur, an acceptable resolution will be reached between all parties; Example: If a Using Agency requests bi-weekly service for 6 months, the Using Agency will be required to fulfill the entire 6 month period(26 weeks or 13 deliveries) and pay for service throughout that term. ___/___

SPECIFICATION

YES/NO

15. If bidder is networking with regional offices, the bidder will be responsible for all offices throughout the State, and will be the sole point of contact.

___/___

16. Invoicing will be by the **MONTH**, not by the week (please see invoicing guidelines)

___/___

SPECIFICATIONS AGREEMENT:

Bidder's signature and submittal of bid for the above products, indicates bidder agrees to meet all specifications stated above and all information submitted is accurate.

Bidder Signature: _____ Date: _____